

Personnel Inprocessing Checklist

DDEAMC Officers report to BLDG. 319 first for in-processing. *(Next to hospital)*

DENTAC Officers report to BLDG. 38717 first for in-processing. *(From Gate 1, take Chamberlain Avenue to Kilbourne Street, take left. Then take another left onto 38th Street.)*

- ☐ **Officer In-Out Processing/Personnel Information** – Room 262, Darling Hall, 791-3313
 - ☐ 201 File Update
 - ☐ SGLI Update
 - ☐ DD Form 93 Update
 - ☐ **Enlisted In-Out Processing/Personnel Information** – Room 172, Darling Hall, 791-1331
 - ☐ 201 File Update
 - ☐ SGLI Update
 - ☐ DD Form 93 Update
 - ☐ **ID Card/DEERS/RAPIDS** – Room 161, Darling Hall, 1st Floor, 791-4598
 - ☐ Does Soldier Posses two ID Tags?
 - ☐ Does Soldier Possess Current ID Card?
 - ☐ **Provost Marshal/Vehicle Registration** – Room 151, Darling Hall, 1st Floor, 791-3132
 - ☐ **Tricare** – Rm 181, Darling Hall, 1st Floor, 787-7221 *(Another office on the 2nd floor at DDEAMC.)*
 - ☐ *All soldiers must attend Tricare briefing on Monday or Wednesday at 0800 hrs, Room 268.*
 - ☐ **Community Health Care System (CHCS)** – Room 191, Darling Hall, 1st Floor, 787-2408
 - ☐ **Transportation** – Room 111A, Darling Hall, 1st Floor, 791-3924
 - ☐ **Housing** – Room 129, Darling Hall, 1st Floor, 791-7902
 - ☐ **Enlisted Promotions/NCOER** – Room 271, Darling Hall, 2nd Floor, 791-6038
 - ☐ **Security Clearance** – Room 300, Darling Hall, 3rd Floor, 791-1984
 - ☐ **Finance** – Room 337, Darling Hall, 3rd Floor, 791-2439
 - ☐ **Army Community Service** – Newcomer's Orientation, Tuesday @ 1300, Rm 367, Darling Hall, 3rd Floor, 791-3579
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- ☐ **Education Center** – Building 21606, on Barnes Avenue, 791-3622 *(From Gate 1, take Chamberlain Avenue to Rice Road, take left, then take a right onto Barnes Avenue. Go approximately 2 miles, just past the indoor pool.)*
 - ☐ **Central Issue Facility** – Building 25709, on B Street, 791-7412 *(From Gate 1, take Chamberlain Avenue to 27th Street, take left, then take another left onto B Street.)*
 - ☐ **Snyder Dental Clinic** – Brainard Avenue, 787-7050 *(From Gate 1, take Chamberlain Avenue to Rice Road, take left, then take a right onto Brainard Avenue. Go approximately 2 miles.)*